

City of Milford

PO Box 69 • 26 South 100 West
Milford, Utah 84751
435-387-2711 phone
435-387-2748 fax

Fax

To: Kelly - D.W.R. From: Monica
Fax: 801-538-7467 Pages: 2
Re: Bldg Use Date: 12-7-10

Kelly,

This fax confirms your reservation for
the Council Chambers on Thursday Feb 17, 2011.

There will not be a use fee or deposit required,
please fill out the attachment & return to our office
at 435-387-2748

Thank you!
Monica

RECEIVED

DEC 07 2010

WATER RIGHTS
SALT LAKE

MILFORD CITY
Facilities Use Rental Agreement - Form 67

Event: Distribution Mtg. Date(s) Scheduled Thur. Feb 17, 2010
Name of Person or Group Scheduling Use DIVISION of Water Rights - Kelly
Mailing Address PO BOX 146300 City SLC State UT Zip 84114-6300
Phone (801) 538-7415
Proposed Hours of Use, (setup and cleanup time included) 10:30AM - 1pm
Facilities To Be Used: ☐ Recreation Hall ☐ Kitchen ☒ Council Chambers ☐ B1-B3
Rental Amount Waived Refundable Cleaning/Security Deposit \$100.00

Rental Fees and Cleaning Deposit:

Rental fees of \$ are due at the time of reservation*. Refundable cleaning/security deposit of \$100.00 due at the time of reservation. Deposits will only be refunded after the building has been inspected to ensure that all conditions have been met. * Rental fees not paid within 30 days are subject to finance charges.

Facilities Use Policies:

- The renter shall immediately report any damaged property.
- The renter shall be responsible for any damage caused to building, property, tables, chairs, etc.
- NO tobacco, alcohol, or drugs are allowed inside the building or on the property. If detected, the event may be canceled immediately and the deposit will not be refunded.
- Cancellations must be made seven days in advance.

Renter Is Responsible For Clean Up:

- All garbage shall be disposed of in trashcans with liners. Trash should be removed to the large dumpster located in the upper parking lot. New can liners shall be placed in the trashcans.
- Chairs and tables should be wiped down and properly stored.
- Facility should be left clean and orderly.

Misuse of the facility, or failure to abide by the rules will result in immediate cancellation of reservation, and forfeit of rent and deposit fees paid to the City of Milford.

I, the undersigned, take responsibility for the Milford City Office Building while I am using it. I understand that any misrepresentation on my part while renting or using the facility will result in forfeiture of my use of the facility in the future and I will be responsible for any damages or difference in fees. I further acknowledge that if I need to cancel my reservation, I will do so at least seven (7) days prior to the scheduled date, or I forfeit my rental fee.

Signature  Date 12-8-10

Key # Date Issued Issued By Date Returned

Rental Fee \$ Date Paid Receipt # Deposit Check #

Date Deposit Returned If deposit held, reason(s) for withholding deposit: